

SCOPE OF SERVICES

The Contractor shall maintain the fountain located outside of the Lake County Courthouse located at 550 W. Main Street, Tavares, Florida. The Contractor shall insure that at all times the fountain is in a functionally operating and aesthetically clean condition. The following shall be considered the minimum requirements of this contract:

1. There shall be a routine service to the fountain made two (2) times per month from May 1st through September 30th. From October 1st through April 30th there shall be one (1) service per month. These visits shall be made on regular intervals. The Contractor shall not be allowed to make routine service calls within two (2) consecutive weeks unless prior approval has been received by the Project Manager.
2. The Contractor shall check the fountain for proper operation during maintenance visits.
3. Back flush, clean, and replace fountain filters as needed and as prescribed by the manufacture.
4. Test and maintain proper water chemistry. All chemicals needed to properly maintain the fountain shall be supplied by the Contractor.
5. It shall be the responsibility of the Contractor to insure the fountain pump box is maintained, vacuumed, and clean at all times. This box shall remain locked at all times with a lock provided by the County.
6. All interior areas of the fountain shall be vacuumed during each visit. The procedure to accomplish this shall be as specified by the pump/filter manufacture. There is no skimmer on this pond so the Contractor shall make the appropriate provisions to bring the needed equipment to vacuum during each visit. All debris removed from the interior of the fountain shall become the property of the Contractor and they shall be properly disposed of.
7. The exhaust fan mounted in the pump box shall be maintained by the Contractor.
8. The Contractor shall respond within twelve (12) hours for service calls for items that may arise between normal maintenance visits. Any additional service calls shall be part of the monthly rate and there shall be no additional costs for these visits.
9. The Contractor shall have the ability to service the fountain pumps, automatic fill system, timing systems, and filtration systems. If there is a repair needed, the Contractor shall supply the Project Manager with a cost estimate for the parts and labor to make the repair. These costs shall be based on the cost given in the Pricing Section.
10. All fountain lighting and any associated controls shall be inspected, maintained, and repaired by the Contractor during each routine service visit. The County may, at its option, have the Contractor make a service call between the routine maintenance visits to replace light bulbs that are inoperable. This service shall take place within twelve (12)

hours of the notification. As part of this solicitation the Contractor shall provide a cost to provide this service. The cost shall include, but not be limited to, travel cost, equipment, all needed bulbs, and all labor needed to change the bulbs. When there is a problem other than a light bulb causing the malfunction, the Contractor shall provide an estimate for the repair based on the cost given in the Pricing Section, Cost For Repairs and Replacement Units or Parts.

11. The Contractor shall be responsible to rectify acts of vandalism to the water within the fountain such as, but not limited to, addition of soap, colorant, and other items added to the water. As part of this ITB the Contractor shall provide a price to completely drain and clean the fountain. All chemicals needed to return the fountain to the proper chemistry shall be part of this service. This service shall be completed within twelve (12) hours of the notification to the Contractor. When there is vandalism to the fountain other than to the water, the Contractor shall provide an estimate for the repair based on the cost given in the Pricing Section, Cost For Repairs and Replacement Units or Parts.
12. The Contractor shall be properly licensed so that they can facilitate any repairs that may be needed. The license number shall be provided with this solicitation on the Price Page.
13. There shall be no trip/travel charge allowed for any service calls, whether or not routine, and any costs associated for these items shall be part of the overhead costs of the Company.
14. A sticker/tag provided by the Contractor shall be installed in the pump box during each visit. This sticker/tag shall have the company name, the technician name, the date of service, and the service performed on the fountain. This sticker/tag shall be signed by the technician completing the service. Payment will be made only after the Project Manager has verified that the sticker/tag has been properly completed and signed by the technician.
15. A written report of each service shall be e-mailed to the Project Manager in PDF format after each visit.